

Cover Sheet – Non-Social Service Activity

AGENCY NAME: Valley Community Development Corporation (Valley CDC)

AGENCY ADDRESS: 30 Market Street, Northampton, MA 01060

AGENCY PHONE #: 413-586-5855 CONTACT PERSON: Laura Baker, Real Estate Project Mngr.

CONTACT PERSON EMAIL: lb@valleycdc.com

CDBG FUNDING REQUEST: \$50,703

1. Project Name **Amherst Supportive SRO Housing Planning Project**
2. Project Description (1-2 sentences) This planning activity consists of identification of a suitable site for a supportive enhanced SRO housing development; site feasibility analysis; site control; and pre-development work, including preliminary plans, budgets, permitting, and securing funds.
3. Project Location (Street address) TBD: Site search will focus on Town Center, village centers, and other central locations on a bus route.
4. Budget Request \$50,703
5. Type of Activity (check one):
 - ☐ Rehabilitation
 - ☐ Acquisition
 - ☐ Demolition/clearance
 - ☐ Infrastructure
 - ☐ Public Facility
 - ☐ Architectural Barrier Removal
 - ☒ Other – please explain: planning activity
6. National Objective:
 - Total number of beneficiaries (individuals served): estimated 24 beneficiaries
 - Total Low/Mod beneficiaries (individuals served): 24 beneficiaries

Project Name: Amherst Supportive SRO Housing Planning Project

Project Location: TBD: Town Center, village centers, or other central location on a bus route.

Census Block Group: TBD

National Objective Description

This Planning Activity will meet the National Objective of low and moderate income benefit through limited clientele. The planned housing will, when constructed, be occupied by a majority of LMI tenant households. All planning activities (site selection, budget pro formas, applications for funding) will be predicated upon the development of housing for at least 51% LMI occupants (<80% AMI), with an emphasis on ELI occupants (<30% AMI).

Once the housing is developed, tenant households will be screened for income eligibility prior to occupancy of the housing (within 6 months of move-in date) using third party documentation following HUD Section 8 standards. Tenants will complete an annual re-certification of income using the same standards.

Demonstrate Consistency with Sustainable Development Principles

This planned project, when implemented, will be consistent with most of the Commonwealth's Sustainable Development Principles, including:

Concentrate Development—the planned site will be within a developed area of town and will create housing at a higher density than surrounding uses, as we expect to create an estimated 24 units on one parcel. This site will involve either renovation / reuse of an existing building, or development on an in-fill lot. We will seek a mixed use area, with commercial and service amenities within walking distance.

Make Efficient Decisions—this project will utilize existing zoning, or the 40B Comprehensive Permit process. The 40B process is designed to promote timely coordination between local boards, so that permits can be efficiently processed.

Protect Land and Ecosystems—through re-use of an existing building or development of an in-fill lot, we will protect undeveloped land and sensitive ecosystems.

Use Natural Resources Wisely—through dense development, location on existing public water / sewer, and energy efficient construction using “green” materials, this project will conserve natural resources.

Expand Housing Opportunities—this project will create new housing units that increase the quantity of housing stock in Amherst. It will also create a type of housing (affordable enhanced SRO units with supportive services) that does not currently exist in Town.

Provide Transportation Choice—a priority in siting this project will be to develop within walking / biking distance to a village center and on a public bus route.

Promote Clean Energy—emphasis will be placed during construction (whether renovation or new construction) on an energy efficient building envelope, highly efficient mechanical systems,

lighting, and appliances. If the site is conducive to alternative energy production through PV panels, we will explore the feasibility of including these in the project scope.

Plan Regionally—this initiative is part of a larger regional effort (overseen by the Three County Continuum of Care) to address the needs of individuals who are currently homeless or at risk of becoming homeless.

Demonstrate Consistency with Target Area requirements

Our first choice location is within the Town Center target area therefore site identification activities will be concentrated there. We will also evaluate sites within the other Town village centers and on main bus routes.

A. Demonstrate Consistency with Community Development Strategy

This Project is consistent with the Town's FY 2017 #1 Priority Projects list because it will plan the development of affordable housing for formerly homeless and extremely low income households within village centers, including Town Center.

B. Agency Information

Valley CDC is a non-profit (501(c)(3)) development corporation founded in 1988. Our mission is "...to empower low and moderate income people and underserved populations to manage and improve the quality of their lives. We accomplish this through the development of affordable housing, providing economic opportunities, and encouraging community leadership."

Valley CDC's primary service area is the Towns of Amherst and Hadley, and the Cities of Easthampton and Northampton. Since 1990, Valley CDC has developed 224 units of affordable housing, including 53 SRO / enhanced SRO units. Of the SRO units that Valley CDC owns, 23 are reserved for formerly homeless individuals; 4 specifically for DMH clients. Valley CDC has experience developing affordable housing in the Town of Amherst, in collaboration with HAPHousing (Olympia Oaks) and the Amherst Housing Authority (Main Street Housing). Valley CDC has a high level of familiarity with the need for SRO housing in Amherst, having produced the 2009 plan Feasibility Plan for Homeless Individuals for the Town. The agency has over 20 years of experience using CDBG funds.

The short-term goals (within the 12-18 month CDBG grant period) for this project are: Identify suitable site for project; obtain site control; develop preliminary plans and budgets; obtain zoning approval; identify and begin to raise necessary financing; define service provision plan and obtain service provider commitment(s).

Mid-term goals (years 2-5) are: complete designs; secure all financing needed; acquire site; undertake construction; establish service provision systems; market project; screen applicants; conduct a lottery; and lease up all units.

Long-term goals (5+ years) are: sustained occupancy with vacancy rate of less than 5%; case management for all residents transitioning from homelessness; on-going service provision;

formerly homeless individuals remain housed for at least one year; positive cash flow; effective asset management and adequate capital reserves.

C. Project Budget Information

- *Provide a detailed budget cost estimate that includes all sources of revenues and all expenses, signed by the preparer. (Include an inflation factor to reflect the cost of construction at the time of project implementation, as outlined in your project timeline.)*

Please see attached budget, signed by preparer, Joanne Campbell, Executive Director of Valley CDC. Inflation factor has not been included as this is not a construction activity.

- *Explain the process used to review the accuracy of the cost estimate*

The project budget was reviewed by Dick Ochs, CFO for Valley CDC. It is based on a comparison of expenses from similar affordable housing pre-development activities conducted by Valley CDC.

- *Explain the qualifications of person who prepared the cost estimate.*

Dick Ochs has been the CFO at Valley CDC for 17 years and has over 25 years finance experience in human services and community economic development.

- *Submit a detailed line item budget including a trade item breakdown and soft costs. Provide an explanation of sources and uses for all funding.*

Not applicable—this is not a construction project.

- *Submit an operating and maintenance plan including funds required and source of funding.*

Not applicable—this is a planning activity only.

- *If applicable, describe and document the availability and source of matching or other funds needed to complete the project. In-kind services are accepted only as directly related to the project.*

In-kind services for staff supervision and support are included in this budget. This consists of .15 FTE for 12 months by Valley CDC's Executive Director. She will provide supervision for the Real Estate Project Manager, including weekly meetings. She will assist with the project, as needed, and will be involved in community outreach and fostering collaborations with other local housing and service provider groups.

D. Project Description

Project Summary: The proposed planning activity will undertake key predevelopment tasks related to creating a small to mid-size scale (16-40 units) supportive housing enhanced SRO development¹. The final project size (number of units) will be dependent upon site constraints, availability of financing, and programmatic considerations. The **Scope** of this project includes:

I. Site Identification—Valley CDC staff will identify potential sites within the preferred target areas that are appropriately sized for the intended project (either through building re-use, new construction, or a combination) and that are available for purchase. Work product for this task will be a town map locating all sites under consideration.

II. Site Feasibility Analysis—from the identified sites, staff will review each site in light of feasibility for the intended project. This review will include an analysis of zoning constraints, purchase price relative to total development cost, availability of utilities, surrounding uses, distance to amenities and transportation, potential for future expansion, likely impact on traffic patterns, other site features and constraints. Work products will include: Property Inventory Log and Preliminary Development and Operating Budgets.

III. Site Control—based upon the analysis of available sites, staff, in consultation with local stakeholders, will select the site that is most favorable for the intended project. Staff will negotiate with the property seller in order to establish site control for the property. Site control may include an option to purchase, purchase & sales agreement, or acquisition. Should negotiations with the seller be unsuccessful, staff will pursue site control of the 2nd most favorable site and so on until a suitable property is under contract. Work product for this task will be an executed agreement establishing site control at a price and timeline suitable for the intended project.

IV. Site Layout Design and Preliminary Building Design—professional design staff (architect, civil engineer) will be engaged to prepare preliminary project plans. This task may begin prior to site control. The goal will be to prepare site and building plans sufficient to verify that the site is appropriate for the intended use and to communicate the project's physical parameters, dimensions, and appearance to stake-holders and to permitting bodies. Work product will be: schematic phase site plans and conceptual phase building design.

V. Zoning and Other Permitting—Based on the project site and parameters, staff will undertake a zoning and permitting review. This review will identify all permits necessary to carry out the project. These may include the following types of permits: special permit or variance, Comprehensive Permit (including a Project Eligibility Letter from a state agency), Determination by the Conservation Commission, approval by local and state historical commissions, etc. Staff will apply for and receive necessary approvals. Work products include: permit review narrative, permit applications.

VI. Community Participation—Staff has identified that there are multiple stake-holders in Amherst interested in the development of SRO housing with supportive services. These include a variety of public and private groups working on issues of affordable housing and / or homelessness within Amherst, such as the Amherst Housing & Sheltering Committee, the Amherst Housing Trust, Amherst Community Connections, Craig's Doors, the Amherst Health and Community Services Director, Amherst Planning Department staff, Elliot Services, the

¹ When the term SRO housing is used in this narrative it refers to an "enhanced SRO" which is a single room including a bathroom and kitchenette; minimum size is 170 sf, with preferred size being 250-300 sf.

Department of Mental Health, Amherst Police Department, and the Amherst Housing Authority. To the extent feasible, staff will keep stakeholders informed during this planning and predevelopment activity and seek collaborations, as appropriate. Most notably, the intended project will rely upon partnerships between Valley CDC as housing developer and existing service provider(s) for persons transitioning from homelessness. Work products for this task include a Service Provision Plan and a MOU with a service provider(s) for provision of supportive services to project occupants who will be transitioning from homelessness to permanent housing.

VII. Financing—perhaps the most challenging aspect of this project will be raising sufficient financing. This will take the form of funds needed for predevelopment (CDBG being one proposed source), development, and operations. The anticipated amount of funds needed for project development is \$4-\$8M, depending upon final project scale. Work products for this task will be applications for funding, which may include: CEDAC Initial Feasibility Loan and Predevelopment Loan, Federal Home Loan Bank Affordable Housing Program, Amherst CPA Funds, DHCD funding programs including Housing Innovations Fund, Housing Stabilization Fund, Facilities Consolidation Fund, Affordable Housing Trust Fund (State), Housing Trust Fund (federal), HOME, and Low Income Housing Tax Credits (federal and state).

The end-product of this planning activity will be a supportive housing SRO project that is ready to proceed from predevelopment into development.

CDBG funds will be used to pay for all task areas (as outlined above) within this planning activity. CDBG funds will pay for program delivery costs incurred by Valley CDC and for the cost of 3rd party professionals (i.e. engineer, architect) supervised by Valley CDC. Non-CDBG funds for this activity consist of an in-kind contribution from Valley CDC to pay for staff supervision and project support.

The need for this project has been repeatedly articulated and prioritized by the community at the local level. Examples include:

- ✓ The Town has set the need for housing for homeless and very low income individuals as the Town's Priority #1 within the FY 17 Community Development Strategy.
- ✓ The Town's 2013 Housing Production Plan² states that "Housing should continue to be developed to serve those who are at risk of homelessness and/or have special needs that require supportive services. Providing stable and affordable opportunities for those transitioning out of shelters or special programs remains a high priority." (p 13)
- ✓ In July 2016, a community forum to address concerns about homelessness in Amherst drew a crowd of over 100 participants. The need for permanent supportive housing was identified at this event.
- ✓ The Town's Housing and Sheltering Committee has identified the need for supportive housing for individuals transitioning from homelessness.

This project, when implemented, is expected to house a mix of extremely low income, very low to moderate income, and formerly homeless individuals. The final project size has yet to be determined, but is expected to be between 16-40 units, with an estimated scale of 24 units housing 24 beneficiaries. A likely mix of occupants would be: 25-50% of units set aside for formerly homeless individuals, 25% of units for ELI occupants, 25-50% of units for low to

² Amherst Housing Production Plan, Karen Sunnarborg Consulting & Abacus Architects + Planners, March 2013

moderate income individuals (30%-80% AMI), up to 15% of units for clients of the Department of Mental Health (DMH), and at least 15% of units for physically disabled residents. There will be some overlap between these groups, for example an individual might be both ELI and a client of DMH. It is the goal of this development to provide housing for highly vulnerable populations; however, the development will incorporate a mix of resident types (for example, employed residents as well as unemployed) in order to maintain a positive social environment.

E. Project Need

The need for affordable housing for ELI and homeless individuals is documented in the Town's 2013 Housing Production Plan. Unmet housing needs are identified as follows: 1,970 units for ELI households, 505 for VLY households, and 575 for LMI households, as well as 15 for persons who are homeless. The Plan sets the production goal to address these needs at 200 affordable rental units over the coming 5 years (for ELI, VLI, and homeless).

Data provided by Craig's Doors, the seasonal homeless shelter located in Amherst, documents the characteristics and needs of homeless individuals. During three shelter seasons (2011-12, 2012-13, 2013-14) the shelter provided beds for between 143 and 161 individuals each season totaling 2,800 - 4,100 bed-nights. Of shelter guests, 48% had a history of mental illness, 45% had a history of substance abuse, and 41% were physically disabled.³

This project is important because it will provide a permanent solution to a pressing housing problem in Amherst. It will address housing needs for the most vulnerable and lowest income residents. It will allow currently homeless individuals to enter stable housing and improve their chances of addressing other major life issues such as substance abuse, mental illness, health problems, and disabilities. Without appropriate supportive, low-cost housing, chronically homeless individuals will have shortened life-spans and a higher social cost in terms of other public services (hospitalization, emergency response, and police services).

F. Community Involvement and Support

This project is a result of community identification of housing needs, as discussed above. Homeless individuals participated in the July Community Forum on Homelessness and at a recent (December 2016) Homeless Service Provider Meeting. Valley CDC staff member Laura Baker has conducted outreach to various local groups and stake-holders including attending meetings with staff and Board members from Craig's Doors, discussions with the Executive Director of Amherst Community Connections, attendance at meetings of the Amherst Housing Trust and the Homelessness Systems & Providers. In October 2016, Laura Baker and Joanne Campbell from Valley CDC met with Town Planning Department staff and others to tour potential sites for supportive housing and discuss local needs.

During this project, outreach will continue with the local groups identified above. This will primarily happen through attendance by Valley CDC staff at regularly scheduled meetings of these groups. Craig's Doors and Amherst Community Connections will be avenues through which homeless individuals, and providers working closely with these individuals, will have input into this project. In particular, input will be sought as to project location, scale, appropriate mix of resident types, and in development of a Supportive Services Plan.

G. Project Feasibility

³ Present, Past, and Future of the Amherst Seasonal Homeless Shelter, a Preliminary Report of the Amherst Housing & Sheltering Committee, December 2014

Why is the project feasible? Preliminary groundwork for this planning activity has already been laid, making the remaining scope of work feasible within the proposed timeline. This groundwork includes: strong community identification of need, outreach to stakeholders, identification of personnel needed to accomplish the project, review of local zoning, and the beginnings of an inventory of potential sites.

Why project can proceed at award and be accomplished within the grant period. This project can begin upon CDBG award because experienced personnel necessary to carry out the project are in place and the project objectives are clearly defined. A table showing project milestones and timelines is provided below to demonstrate that the project can be accomplished with the 12 month CDBG grant period.

Project Demand: As discussed above, the Amherst seasonal homeless shelter serves an average of 150 distinct homeless individuals each year. This is the most direct evidence of the level of demand for affordable, supportive SRO housing in Amherst.

According to its 2016 Annual Report, the Amherst Housing Authority reports that as of March 31, 2016 there were a total of 2,457 waiting list applicants for its affordable rental units. Of these, 381 were applicants for elderly/disabled housing and 1,874 applied for family housing. Of the total, 1,199 applicants are seeking a one-bedroom apartment.⁴ The Housing Authority also cites over 800 applicants on a centralized Section 8 waiting list that have a local preference for Amherst.

At two private affordable housing rental developments in town (Olympia Oaks and Butternut Farms) there are 229 applicants on waiting lists for one-bedroom apartments.⁵

HAPHousing maintains a regional waiting list for its Section 8 mobile voucher program. As of December 2016 there were over 28,000 applicants on this list, with applicants from 2004 receiving current vouchers (a 12 year wait).

Status of project design: This is a planning activity. It has been fully designed in the form of a detailed scope of work. One task under this activity will be preliminary site and building design. This design work has not yet begun, but will take place according to the timeline below.

Status of Site control: Site control has not been established and is one of the main objectives of this planning activity. Valley CDC has extensive experience negotiating to establish site control for the purpose of developing affordable housing. The agency has a highly qualified real estate attorney available to assist in negotiations and contracts.

Status of environmental review and timeliness for completion: All work under this proposed planning activity is exempt from environmental review and is able to proceed as soon as the Town receives an award from DHCD. Part of the scope of work for this project will be a permit review for the eventual housing development, including an assessment of environmental permits. Depending upon the site selected these may include: local historic review (4-6 weeks), state historic review (30 days), Conservation Commission approval (6 weeks for RFD; 8-10 weeks for NOI), Phase I Environmental Site Assessment (3-4 weeks), Hazardous Materials Assessment (4 weeks). No choice limiting actions (which could include executing a purchase & sales agreement, placing a substantial deposit on a property, or site acquisition) are contemplated under this activity. Should choice limiting actions be essential to the project moving forward, these will only be undertaken following further environmental review and clearance with the

⁴ The Housing Authority does not have SRO units, or efficiencies, so one-bedroom units are the closest comparable.

⁵ There are no SRO units, or efficiencies, in these two developments, so one-bedroom units are the closest comparable.

Town and / or DHCD.

Procurement Process: This proposal is being submitted to the Town of Amherst following a Chapter 30B procurement process. Valley CDC is hereby proposing a development team in response to the Town's solicitation. This team includes Valley CDC staff, a project architect, a project engineer, a real estate attorney, and other professionals necessary to accomplish the activity.

Why the grant can be effectively managed. Roles and responsibilities of all personnel, internal controls: As is typical in affordable housing planning, predevelopment, and development, there will be a "development team" in place to carry out the work. The project manager for this team will be Laura Baker, the full-time Real Estate Project Manager for Valley CDC. Ms. Baker has over 20 years of experience in community development and affordable housing. Her role will be to coordinate the development team members, to ensure that the project meets its objectives and stays on schedule, to ensure delivery of all work products, to manage the project budget, to apply for other financing, to conduct the permit review and oversee any necessary permitting. Ms. Baker will serve as primary liaison with the Town and will be responsible for submittal of CDBG quarterly and final reports.

Ms. Baker will receive supervision and support from Joanne Campbell, who has been Valley CDC's Executive Director for 19 years, prior to which she worked in affordable housing development.

Other team members include: Attorney David Bloomberg, Real Estate Law; Deitz & Company Architects, Inc.; Berkshire Design Group (Civil Engineer); Jim Lumley, Realtor

And, as needed: ATC Group Services (Environmental Site Assessment and Hazardous Materials Assessment); Heritage Surveys (boundary and topographical surveys); FSI Appraisal Company; Women's Institute for Housing & Economic Development (LITHC consultant)

Internal controls at Valley CDC include: Laura Baker will review and approve all requests for payment from 3rd parties; checks will be prepared and signed by the CFO Dick Ochs. For checks of \$5,000 or more, two signatures are required. Signatories include the CFO, Joanne Campbell, ED, and Richard Abbott, Treasurer. Ms. Baker will track budget expenditures and reconcile these monthly with Mr. Ochs. Ms. Baker will prepare, and Mr. Ochs approve, invoices to the Town of Amherst. Mr. Ochs will track staff time expended on the project through the use of bi-weekly time sheets. Valley CDC's finances are subject to a 3rd party audit each year.

Agency Expertise: Valley CDC has ample expertise to undertake this project. Since 1990, the agency has planned and developed 224 units of affordable housing, with project sizes ranges from 4 units to 55 units. Valley CDC's portfolio includes four SRO buildings located in Florence and Northampton containing 53 rental units, of which 23 are reserved for formerly homeless individuals and include supportive services. Valley CDC has been a recipient of CDBG funds for over 20 years from multiple municipalities and has successfully administered these grants in compliance and on schedule. Valley CDC produced a study in 2009 on the housing needs of homeless individuals in Amherst and is well acquainted with these needs and with the housing stock in town. Ms. Baker has completed two CDBG-funded housing predevelopment activities. Both of these activities led to the development of affordable housing.

Project Milestones and Timeline:

Task	Duration	Dates
Environmental Review – Exempt Activity	1 day	7/1/17
Execute Contract: Town & Valley CDC	1 week	7/1/17-7/7/17
Quarterly Reports	1 day each	10/10/17, 1/10/18, 4/10/18
Site Identification	4 months	7/7/17 -10/31/17
Site Feasibility Analysis	4 months	7/7/17 -10/31/17
Map & Inventory Log of Properties Complete		10/31/17
Site Control	3 months	11/1/17-1/31/18
Design	4 months	11/1/17-2/28/18
Preliminary Plans Complete		2/28/18
Permit Review	1 month	1/31/18 - 2/28/18
Zoning & Permitting	4 months	3/1/18-6/30/18
Community Participation	on-going	7/7/17-6/30/18
Supportive Services Plan Developed	3 months	3/1/18-6/1/18
Financing: Applications Submitted	6 months	1/1/18-6/30/18
Final CDBG Report	1 day	7/10/18

Project Impact

The most meaningful impact of this planning activity will be realized in the implementation of the plan. Development of supportive SRO housing in Amherst will directly benefit homeless and ELI persons who occupy the housing. This project has a proposed size of 16-40 units, with an estimated size of 24 units, which will directly benefit 24 LMI persons. Creation of these estimated 24 units would meet 12% of the 200 units identified in the Town's Housing Production Plan (HPP) for ELI and VLI households. With an assumed set-aside of 50% of units for homeless individuals (12 units), this project would meet 80% of the unmet need for homeless housing (15 units) identified in the HPP. With 4 handicapped accessible units, the project would meet 16% of the production goal for housing for people with disabilities identified in the HPP.

Benefits for housed individuals include improved personal safety and security, ability to pursue employment and financial credit due to having a permanent address, improved health due to living in conditioned space and having food storage and preparation facilities, and increased access to needed services as delivered under a Supportive Services Plan.

As chronically homeless individuals are stabilized in supportive affordable housing, a number of indirect benefits (outcomes) are achieved: shelter beds are freed up for individuals with temporary shelter needs; social service and public safety resources are conserved (estimates range from a savings of \$20,000 to \$40,000 annually per person in reduced shelter, hospitalization, and police resources); and public areas feel safer for the general public.

Direct Outcomes from the planning activity include the following work products: map of potential sites, Property Inventory Log, Development and Operating Budget Pro Forms, Option to Purchase, preliminary site and building plans, Supportive Services Plan, permit review, permit applications, and financing applications. Delivery of these work products according to the timeline (above) will be the primary tool to measure the success of this planning activity. These outcomes have been selected because they are the ones most essential and relevant to development of affordable housing.

Amherst Supportive SRO Housing Planning Project 12-Month Budget (7/1/17-6/30/18)

Valley CDC Direct Expenses

	CDBG	Sources of Funding		Total Cost
		VCDC	In-Kind	
Project Manager Salary (.3 FTE, 12 mos)	\$18,750			\$18,750
Project Manager Fringe (25%)	\$4,688			\$4,688
Overhead Expense (31%)	\$7,266			\$7,266
Executive Director Salary (.15 FTE, 12 mos)			\$13,301	\$13,301
Executive Director Fringe (25%)			\$3,325	\$3,325
Overhead Expense (31%)			\$5,154	\$5,154

3rd Party Expenses

Predevelopment costs--may include Design (architectural, engineering), Site Feasibility Analysis Costs (survey, appraisal, environmental assessments), Legal Expenses and other costs associated with site control (deposit, option payments)

Total Costs	\$20,000			\$20,000
		\$50,703	\$21,780	\$72,483

Prepared By:

Joanne Campbell, Executive Director, Valley CDC

Signature:

Joanne Campbell

Date:

1/5/17



Valley Community Development Corporation
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Northampton, MA 01060
(413) 586-5855
www.valleycdc.com

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Joanne Campbell
Executive Director

January 5, 2017

Nathaniel Malloy
Town of Amherst
4 Boltwood Walk
Amherst, MA 01002

RE: Amherst Supportive SRO Housing Planning Project

Dear Nate:

Valley Community Development Corporation (Valley CDC) commits to provide in-kind services for staff supervision and support which are included in the budget. This consists of .15 FTE for 12 months by the Executive Director, Joanne Campbell. I will provide supervision for the Real Estate Project Manager, including weekly meetings. I will assist with the project, as needed, and will be involved in community outreach and fostering collaborations with other local housing and service provider groups. The value of in-kind contribution is \$21,780.

Please let me know if you have questions or need additional information.

Sincerely,

Joanne Campbell
Executive Director



Eliot Community Human Services, Inc.
PATH Homeless Services

1 Prince Street, Northampton, MA 01060 413-587-6427

1/4/2017

Nathaniel Molloy
Town of Amherst
4 Boltwood Walk
Amherst, MA 01002

RE: Valley CDC Application for FY 17 Non-Social Service CDBG Funds
Amherst Supportive SRO Housing Planning Project

Dear Mr. Molloy:

I am writing to express my support for the application being submitted by Valley Community Development Corporation (Valley CDC) for \$50,703 in FY 17 Non-Social Service CDBG funds for a housing planning project to identify and secure an appropriate site for an Amherst Supportive SRO Housing development. This housing development would include set-aside units for homeless individuals, as well as units targeted to other extremely low income individuals. The production of housing in Amherst to serve these populations is a high priority as determined by the Town of Amherst's Housing Production Plan and the FY 17 CDBG Community Development Strategy.

Over the past several years, Amherst has been experiencing high levels of homelessness with little or no stock of reasonably priced housing for extremely low income individuals. This planning grant will enable Valley CDC to identify an appropriate site for a 16-40 unit enhanced SRO (efficiency units) that will provide decent safe affordable rental units within walking distance to transportation, jobs, social services, food establishments, entertainment and markets. As part of this planning project, a Supportive Services Plan will be developed, so that homeless individuals moving into this SRO housing will receive supports after placement. Such housing will promote social and economic diversity. For these reasons, we strongly support Valley CDC's request for funding that will enable the agency to: identify appropriate sites, conduct site feasibility analysis, establish site control, prepare site and building plans, and seek financing so that these highly needed units will be developed in Amherst.

Eliot CHS is responsible for the Statewide PATH contract that engages highly vulnerable homeless adults in an effort to support transitions to both housing and treatment. We currently have 2 outreach clinicians that serve the Amherst community, so any development of affordable housing opportunities for this disenfranchised population is critical to their health and well-being as well as to the success of our program.



In closing, we urge you to support the CDBG request from Valley CDC. If you need additional information, please feel free to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Levy".

Jay S. Levy, LICSW
PATH Regional Manager
Eliot CHS Homeless Services



**Amherst
Community
Connections**

Housing is THE Solution to Homelessness

121 N Pleasant St. PO Box 141, Amherst MA 01004
(413) 345-0737

December 29, 2016

Nathaniel Molloy
Town of Amherst
4 Boltwood Walk
Amherst, MA 01002

RE: Valley CDC Application for FY 17 Non-Social Service CDBG Funds
Amherst Supportive Enhanced Single Room Occupancy (ESRO) Housing Planning
Project

Dear Mr. Molloy:

I am writing to express my support for the application being submitted by Valley Community Development Corporation (Valley CDC) for \$50,703 in FY 17 Non-Social Service CDBG funds for a housing planning project to identify and secure an appropriate site for an Amherst Supportive ESRO Housing development. This housing development would include set-aside units for homeless individuals, as well as units targeted to other extremely low income individuals. The production of housing in Amherst to serve these populations is a high priority as determined by the Town of Amherst's Housing Production Plan and the FY 17 CDBG Community Development Strategy.

Over the past several years, Amherst has been experiencing high levels of homelessness with little or no stock of reasonably priced housing for extremely low income individuals. This planning grant will enable Valley CDC to identify an appropriate site for a 16-40 unit enhanced SRO (efficiency units) that will provide decent safe affordable rental units within walking distance to transportation, jobs, social services, food establishments, entertainment and markets. As part of this planning project, a Supportive Services Plan will be developed, so that homeless individuals moving into this ESRO housing will receive supports after placement. Such housing will promote social and economic diversity. For these reasons, we strongly support Valley CDC's request for funding that will enable the agency to: identify appropriate sites, conduct site feasibility analysis, establish site control, prepare site and building plans, and seek financing so that these highly needed units will be developed in Amherst.

Amherst Community Connections serve homeless individuals who are struggling with other issues in life such as mental health, physical disabilities, substance treatment problems and others. With a stable housing, they are much able to stay compliant with their medication and treatment plans. The decrease in the combined costs for their use of

homeless shelters, detox facilities, hospital visits and other emergency services as a result of stable housing is beneficial for tax payers—not to mention the improvement in their personal wellbeing.

Based on the info we have from the nearly 500 individuals we serve annually in Amherst, we find that about 30% of them are homeless. About half of them have social security income which on average is about \$750 a month. To seriously address homeless issues in Amherst, ACC believes housing is very much needed for people who are extremely poor with an income in the \$750 per month level or in the 20% Area Medium Income bracket. A safe decent and affordable housing with support service is the only real solution to homelessness.

In closing, we urge you to support the CDBG request from Valley CDC. If you need additional information, please feel free to contact me.

Sincerely,

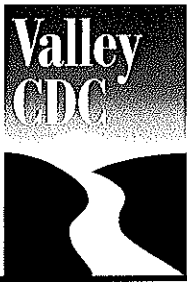
A handwritten signature in black ink, reading "Hwei-Ling Greeney". The signature is fluid and cursive, with the first name "Hwei-Ling" and the last name "Greeney" clearly distinguishable.

Hwei-Ling Greeney
Founder & executive director

Valley Community Development Corporation
FY 2017

FY 2017
Totals

Revenue:	
MHP-Homesafe	10,000.00
Amherst CPA -Mortgage Subsidy Assistance	27,248.00
CDBG-N'ton	35,000.00
Homeownership Marketing Fees	2,500.00
Membership/Annual Appeal	4,500.00
Corporate Contributions	10,000.00
Corporate Contributions-CITC	95,800.00
Unites Way-Greater Boston-CITC	50,000.00
Homebuyer Workshop Fees	10,800.00
Foreclosure Prevention-DOB	24,756.00
Individual & Small Business Donations	10,000.00
Individual & Small Business Donations-CITC	105,000.00
Developer Overhead	240,000.00
Developer Fees	-
United Way	25,000.00
MGCC	20,000.00
Asset Management Fees	-
Properties excess cash flow	5,000.00
PuD	-
Interest	500.00
Fundraising-PPR	38,000.00
Fundraising-PPR-CITC	-
Miscellaneous	-
Total Revenue	713,304.00
Personnel:	
Executive Director (1 FTE)	
CFO (1 FTE)	
Small Business Director (.43 FTE)	
Housing Developmt Project Mgr (1 FTE)	
Homeownership Director (1 FTE)	
Communication Specialist (1FTE)	
Sub-total Personnel	326,524.58
Payroll Tax	35,917.62
Fringe Benefits	51,470.20
Total Personnel	413,912.40
Other Expenses:	
Office Rent	25,661.00
Office Supplies	3,597.00
Program Supplies	1,100.00
Postage	1,326.00
Food	3,428.00
Copy/Printing	4,900.00
Telephone/Communication	5,508.00
Audit/Accounting	7,960.00
Legal	1,500.00
Advertising	2,650.00
Meeting Expense	500.00
Training/Staff Development	3,000.00
Membership/Dues	2,100.00
Corporate fees/taxes	3,000.00
Travel/Auto	3,700.00
Liability Insurance	6,858.00
Professional Consultants	35,058.00
Maintenance & Repairs	500.00
Equipment Rental & Repairs	3,320.00
Electricity	2,700.00
Fuel	1,200.00
PuD	-
Loan Interest	-
Minor Equipment	-
Miscellaneous	11,998.00
Total Other Expense	130,404.00
Total Expense	544,316.40
Gross Surplus/(Deficit)	168,987.60



Valley Community Development Corporation
30 Market Street
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(413) 586-5855
www.valleycdc.com

Board of Directors

BOARD OF DIRECTORS

Rachana Crowley
President

Amy Fyden
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Richard Bauman

Madeline Weaver
Blanchette

William Fontes

Peter Jessop

Theresa LaValley

Donald Perry

Greg Richane

Carol Walker

Joanne Campbell
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11/18

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11/17

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11/19

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Housing Network of MA)
(Northampton resident)

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11/18

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(Northampton resident)

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11/18

Building community through housing and business development



William Fontes Easthampton Savings Bank 36 Main Street Easthampton, MA 01027 (413) 668-6044 (c) (Commercial Loan Officer, SVP) (South Hadley resident)	wfontes@bankesb.com 11/17
Amy Fyden, Vice-President 5 Cold Spring Lane Hadley, MA 01035 (413) 822-4869 (c) (Membership Manager, UMass Five CU) (Hadley resident)	afyden@umassfive.coop 11/19
Peter Jessop 91 Summer Street Amherst, MA 01002 (413) 222-1040 (c) (Retired building contractor) (Amherst resident)	Peterwjessop@gmail.com 11/17
Theresa LaValley 105 Burke Way Hadley, MA 01035 (413) 387-9401 (Executive Administrative Assistant, Hadley Housing Authority) (Hadley resident)	lavalleytheressa@yahoo.com 11/18
Donald Perry 528 Federal Street Montague, MA 01351 (413) 345-8347 (Self Employed) (Montague resident)	donaldperry2014@gmail.com 11/19
Greg Richane 137 Crescent Street Northampton, MA 01060 (401) 592-4250 (Program Coordinator, Leadership Pioneer Valley) (Northampton resident)	greg.richane@gmail.com 11/19

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(Hatfield resident)

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11/19

Valley Community Development Corporation

